



# Flexible Working Application Form

## Note to the employee

The right to request flexible working was introduced in 2003 for parents of young and disabled children and the scope of the law was extended to carers of certain adults in 2007.

From 18 July 2010 the right extends to parents of children aged 16 and under.

You can use this form to make an application to work flexibly under the statutory right provided in law.

**Any request that is made and accepted under the statutory right will result in a permanent change to the employee's contractual terms and conditions. The employee has no right to revert back to their previous working pattern.**

You should note that under the right it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure you submit your application to the appropriate person well in advance of the date you wish the request to take effect.

It will help your line manager/principal to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 3 & 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Once you have completed the form, you should immediately forward it to your line manager/principal. Your line manager/principal will then have 28 days after the day your application is received in which to arrange a meeting with you to discuss your request. If the request is granted, this will result in a permanent change to your terms and conditions of employment unless otherwise agreed.

## Note to the line manager/principal

This is a formal application made under the legal right to apply for flexible working and the duty on employers to consider applications seriously. You have 28 days after the day you receive this application in which to either agree to the request or arrange a meeting with your employee to discuss their request. The line manager/principal should contact the board's equality unit to confirm receipt of the application and if necessary to seek advice in relation to the request.

### 1. Personal Details

Name: \_\_\_\_\_ Staff Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Nat. Ins. Number: \_\_\_\_\_  
Location: \_\_\_\_\_

**To the employer**

**Flexible working request for those with children under sixteen or eighteen if disabled.**

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm I meet each of the eligibility criteria as follows (please tick):

I have responsibility for the upbringing of either a child under 16 or a Disabled child under 18.

I am the mother, father, adopter, guardian or foster parent of the child or married to or the partner of the child's mother, father, adopter, guardian or foster parent.

I am making this request to help me care for the child.

I am making this request no later than two weeks before the child's 16<sup>th</sup> birthday or 18<sup>th</sup> birthday where disabled.

I have worked continuously as an employee of the board for the last 26 weeks.

I have not made a request to work flexibly under the Work and Families Act 2006 during the past 12 months.

If you are unable to tick all of the boxes then you do not qualify to make a request to work flexibly in law. This does not mean that your request may not be considered, but you will have to explore this separately with your line manager/principal. The board offer flexible working to their staff as best practice.

**Flexible working request for certain carers.**

**A carer is defined as an employee who is, or expects to be, caring for an adult who is in need of care. Requests for flexible working can only be made for the purpose of providing care and not for some other purpose.**

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm I meet each of the eligibility criteria as follows (please tick):

I have responsibility for the caring of an adult.

I am making this request to help me care for an adult.

I am the relative/spouse/partner/civil partner of that adult.

I am not a relative/spouse/partner/civil partner of that adult but I live at the same address.

I have worked continuously as an employee of the board for the last 26 weeks.

I have not made a request to work flexibly under the Work and Families Act 2006 during the past 12 months.

If you are unable to tick all of the boxes then you do not qualify to make a request to work flexibly in law. This does not mean that your request may not be considered, but you will have to explore this separately with your line manager/principal. The board offer flexible working to their staff as best practice.

**2a. Describe your current working pattern (days/hours/times worked):**

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**2b. Describe the working pattern you would like to work in future (days/hours/ times worked):**

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*(you may continue on a separate sheet if necessary)*

**2c. I would like this working pattern to commence from:**

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**3. Impact of the new working pattern**

I think this change in my working pattern will affect my employer and colleagues as follows:

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**4. Accommodating the new working pattern**

I think the effect on my employer and colleagues can be dealt with as follows:

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this application form to your line manager/principal.**

# Flexible Working

## How does the process work?

